

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OL/PSD 23

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE OF REPORT

STATISTICAL  
X NARRATIVE  
MACHINE-NAME LISTING

Wage Board Employees Shift Changes

3. FUNCTIONAL AREA

PERSONNEL  
LOGISTICS  
MEDICAL  
TRAINING  
SECURITY  
FINANCE

X ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

5

As changes occur - 6 in 1969

2

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Memorandum

YES IF YES GIVE ADP PROCESSING NO.

Memo from C/T&RB/OP  
dtd 8 January 1969

X NO

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Administrative Officer, PSD

T&A Form 20

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X HOURS PER REPORT | = COST PER REPORT | X TIMES PREPARED | = COST PER YEAR |
|-------|-------------|--------------------|-------------------|------------------|-----------------|
| GS-10 | \$ 610      | 10 min.            | \$ 1.00           | 6                | \$ 6.00         |

B. COSTS OF COMPUTER PRODUCED REPORTS

|      |  |  |  |  |  |
|------|--|--|--|--|--|
| None |  |  |  |  |  |
|------|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$ 6.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To ensure correct pay for employee concerned. Started 8 January 1969.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

X RETAIN AS IS  
CHANGE  
DISCONTINUE  
OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS  
None None

16. DATE OF INVENTORY

17. NAME

18. EXTENSION

8 OCT 1970 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130089-6